

Position Description

Part-time Executive Assistant

Date: April 4, 2017

Position Grade 2

Reports to Executive Director

This is a skilled position supporting the executive team. The employee is required to perform complex tasks requiring attention to detail to develop reports, manage the web site, deal with the public and complete special projects. This position also serves as the office manager. This is 27 hour week job, minimum of 4 days per week, Monday through Friday. No benefits.

ESSENTIAL DUTIES:

1. Support the executive team
2. Physical presence in the office
3. Review all communication on JCHA letterhead for consistency and accuracy, proofread all documents prepared by Executive staff
4. Finalize all request for bids or proposals
5. Finalize contracts

OTHER DUTIES AND RESPONSIBILITIES INCLUDE

6. Serve as office manager
 - a. Order supplies
 - b. Organize staff events
 - c. Coordinate building needs
 - d. Receptionist
 - e. Open and distribute mail
 - f. Maintain list of current contracts and monitor renewal/expiration dates
 - g. Coordinate travel plans for staff
 - h. Assist staff with maximizing efficiency of equipment and software
7. Manage the JCHA website
8. Produce newsletters
9. Maintain the mini libraries
10. Conduct research, analyze data and prepare reports
11. Represent the Housing Authority in community meetings as determined by the Executive Director
12. Related work as required

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Comprehensive knowledge of business English, spelling, punctuation and grammar
2. Excellent written and verbal communication skills

3. Ability to exercise individual initiative and maintain confidentiality
4. Ability to work on group projects and accept constructive criticism
5. Comprehensive knowledge of Microsoft Office suite and ability to train others
6. Comprehensive knowledge of Sharepoint and ability to train others
7. Familiarity with online reporting systems and ability to learn to utilize new systems
8. Attention to detail
9. High ethical standard
10. Ability to get along with diverse co-workers, vendors and JCHA clients
11. Ability to maintain the website by creating pages, editing pages, updating photographs and organizing information in an attractive and professional manner
12. Must be able to effectively and professionally interface with all levels of management and co-workers

EDUCATION AND EXPERIENCE

1. Graduation from high school or an equivalent degree such as GED or HSE, some college preferred
2. Two years work experience creating or proofing professional documents.
3. Or an equivalent combination of education, and experience to meet the required knowledge, skills and abilities.

SPECIAL REQUIREMENTS:

1. Possess a valid State of Missouri vehicle operator's license
2. Must be bondable
3. Must pass a drug test prior to employment and be able to work in a drug free environment and smoke free environment

PHYSICAL REQUIREMENTS

1. Ability to drive Housing Authority vehicles
2. Ability to utilize all standard office equipment
3. Ability to lift and carry at least 10 pounds